

## NEW APPOINTMENT FORMS SUBMISSION CHECKLIST

(access and print forms from [www.njd.uscourts.gov](http://www.njd.uscourts.gov)>Court Information>Human Resources> New Appointment Forms)

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- Application for Federal Judicial Branch of Employment (AO-78)**
- United States Courts Appointment (AO 78A)** *For law clerks, this form will be sent either directly to you or to chambers as requested by the respective Judge. Clerk's Office staff and interns, this form will be sent to you directly.*
- Clerk's and Deputy Clerks' Oath (AO 80)** *For law clerks, this form will be sent either directly to you or to chambers as requested by the respective Judge. Clerk's Office staff and interns, this form will be sent to you directly.*
- Term Chambers Law Clerk Appointment and Leave Certification (AO 75A)** *For law clerks, this form will sent either directly to you or to chambers as requested by the respective Judge.*
- Internship Schedule Information** (ONLY IF APPLICABLE)
- Voluntary Race/Ethnicity/Gender/Disability Identification (AO 78B)**
- Employment Eligibility Verification (I-9)**
- Direct Deposit**
- Federal W-4**
- NJ – W4**
- Non-Resident of NJ** (ONLY FOR PA RESIDENTS)
- Residency Certification form/Local Earned Income Tax Withholding** (ONLY FOR THOSE RESIDING IN PA/PHILADELPHIA)
- NY Withholding allowance Certificate** (ONLY FOR RESIDENTS OF NEW YORK STATE AND CITY)
- Criminal History Check** (NO NEED TO COMPLETE SECTION B)
- Emergency Contact Information**

PLEASE CHECK ALL ABOVE NOTED FORMS FOR COMPLETENESS, ACCURACY AND SIGNATURES  
(NO DIGITAL SIGNATURES ACCEPTED).

RETURN THIS CHECKLIST WITH ALL OF THE ABOVE APPLICABLE FORMS AND OTHER  
REQUIRED DOCUMENTATION AS A PDF ATTACHMENT TO THE FOLLOWING ADDRESS:

**[newappt.njd.uscourts.gov](http://newappt.njd.uscourts.gov)**

Subject Line: Your Full Name (Internship)

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Print Name

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Date